

Delaware Department of Natural Resources and Environmental Control



Delaware Energy Office



Request for Qualifications Pre-Qualification for Energy Auditing Services

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1. INTRODUCTION

1.1 Statement of Intent

The Delaware Energy Office is requesting a statement of qualifications from engineering firms or appropriately certified consulting firms to provide energy auditing services for local governments seeking funding opportunities under the Energy Efficiency and Conservation Block Grant (EECBG) program. Firms are invited to submit documentation of their expertise, certifications, and project experience performing energy audits in order to become prequalified under the audit program. Qualified firms will work directly with local governments to provide energy audit services. Payments for services will be made by the local governments with funding from the American Recovery and Reinvestment Act.

1.2 Background Information

The U.S. Department of Energy's (DOE) EECBG program represents a Presidential priority to invest in the cheapest, cleanest and most reliable energy technologies we have – energy efficiency and conservation – which can be deployed immediately. Through formula and competitive grants to U.S. cities, counties, states, territories, and Indian tribes, the program empowers local communities to make strategic investments to meet the nation's long-term goals for energy independence and leadership on climate change.

The EECBG program assists state, local, and tribal governments in implementing strategies to:

- Reduce fossil fuel emissions;
- Reduce total energy use; and
- Improve energy efficiency in the transportation, building, and other appropriate sectors.

Additional purposes of the EECBG program are to spur economic growth and create and/or retain jobs under the American Recovery and Reinvestment Act of 2009.

For more background information on the federal program visit the DOE website:

www.eecbg.energy.gov

The U.S. DOE has awarded the Delaware Energy Office \$9,593,500 for the Energy Efficiency and Conservation Block Grant (EECBG) Program, which is being funded under the American Recovery and Reinvestment Act (ARRA). Of the award total, approximately forty percent will fund energy efficiency projects in State facilities and sixty percent will be allocated to the 47 smaller local governments that did not receive direct funding from the U.S. DOE.

The Delaware Energy Office has developed several award opportunities for these 47 local governments. \$1.24 million will be available as non-competitive formula based awards ranging from \$20,000 to \$45,000. There will also be a competitive grant program to award the remaining funds, which will be developed later. Local governments have been advised of these grant opportunities. Some already have ideas on how they intend to use the non-competitive formula based awards while others are awaiting energy audits to help determine the best energy efficiency investments for both the non-competitive and upcoming competitive program.

The EECBG awards are to be used to fund program activities identified under Title V, Subtitle E of the Energy Independence and Security Act of 2007. Within this list of eligible activities, the Delaware Energy Office has agreed to limit projects to those that the U.S. DOE has listed as “Categorically Excluded” from National Environmental Protection Act (NEPA) review (see Attachment A).

2. DESCRIPTION OF WORK

2.1 Project Scope

Selected firms will conduct energy audits for eligible local governments applying for EECBG grants. These entities may wish to have energy audits performed on their public buildings prior to submitting applications for either the non-competitive formula-based award or the competitive grant program. Audits are not required of local governments prior to application for a non-competitive award, but are recommended. The goal in pre-qualifying firms to provide energy audits is to assist these local governments with “best practice” project selection from within the scope of eligible projects.

The EECBG Program places priority on reducing energy consumption through energy efficiency and conservation measures and practices. DNREC would like to ensure that grant applicants are provided the necessary support and informational tools to select the most financially advantageous and energy saving projects. Goals of the energy audit program include identifying measures to improve energy-related operations and maintenance procedures, optimization of major energy-consuming systems, and installation of the latest cost-effective energy conservation measures. At the end of the audit, the selected firm should generate an audit report with implementable recommendations for the reduction of energy usage along with a summary of cost and environmental impacts.

2.2 Audit Requirements

The Energy Office is seeking energy auditors to be prequalified to perform comprehensive audits on a variety of building stock from smaller residential-type structures to larger municipal facilities. Selected firms are requested to perform audits up to ASHRAE Level III, as required. The type of audit will be determined by the building type and the needs of the local government; however, all energy audits conducted under this program should include at a minimum:

1. Description and data on the size of the facility or facilities being analyzed, including characterization of building usage and occupancy profile and construction features such as envelope;
2. The history of their energy use and cost, including energy usage and costs for each facility/building for at least twelve months prior to the audit including kW, kWh, BTUs, therms, etc.;
3. Inventories of the equipment used within the building(s)—including lighting, HVAC, copy machines and computers, etc. and an estimate of equipment efficiency and remaining useful life;
4. An assessment and report on opportunities that exist in the facility or facilities for the installation of energy efficiency measures (see Attachment A for eligible activities that do not require additional NEPA review). A description of key assumptions and the method of analysis should be documented and the report should include for each recommended measure:
 - Description of energy conservation measure
 - Estimated installation cost and source of cost estimate
 - Estimated energy savings (kW, kWh, therms, etc.)
 - Estimated annual energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.)
 - Estimated annual operating cost savings
 - Estimated lifetime energy cost savings
 - Simple payback
 - Estimated return on investment
5. An assessment and report on opportunities that exist in the facility or facilities for the installation of renewable energy measures, such as solar, wind, and geothermal systems. This should include an analysis of costs and savings comparing current and future costs of electric and thermal energy with and without each technology assessed; and

6. Follow up verification of implemented measures.

2.3 Expectations

- Interested firms must be able to demonstrate successful experience in providing these services and provide copies of the necessary certifications.
- Interested firms are expected to understand and comply with all federal regulations and guidelines established under the American Recovery and Reinvestment Act. This includes compliance with the wage and reporting requirements of the Davis Bacon Act.
- Interested firms shall agree to follow program procedures outlined by the Delaware Energy Office.
- Interested firms shall provide a costing structure for audits noting price per square foot. Submissions shall also furnish information on the time required to perform audits and the plan for providing audits as expeditiously as possible after engagement by a local government.

2.4 Minimum Qualifications

The State is seeking to ensure that the energy audits are performed by individuals qualified by certification credentials, expertise, and experience to ensure a rigorous evaluation of facilities and operations to identify the most cost-effective and environmentally beneficial energy efficiency improvements for the local governments.

Interested firms must provide qualified personnel to perform energy audits, based on the following criteria:

1. Local government structures that are more complex, such as commercial/industrial-type buildings, energy auditors must be credentialed as a Certified Energy Auditor (CEA) or Certified Energy Manager (CEM). A Professional Engineer (PE) license is strongly preferred.
2. Local government structures that are less complex, such as residential –type buildings, energy auditors must be certified BPI Building Analysts or RESNET HERS.

3. Instructions and Schedule

3.1 Statement of Qualifications and Experience

Firms submitting qualifications should include the following information:

- Brief description of the company.
- Verification of required certifications.
- A description of experience with energy auditing and implementable recommendations completed during the past five years.
- An organizational chart illustrating how the company proposes to manage the work.
- Resumes of the key personnel who will be assigned to this project.
- A listing of at least three references with phone numbers.

Each firm will submit three hard copies of their qualifications statements along with an electronic copy.

3.2 Statement of Qualifications Review Process

The qualifications of each firm will be thoroughly examined by the Delaware Energy Office before being placed on the Pre-Qualified Energy Audit Provider list. There is no set number of firms that we expect to pre-qualify, however we would prefer to have a minimum of three firms qualified to provide services to local governments in a timely manner. Firms that are located in Delaware and that will provide service in all of Delaware's three counties are preferred.

3.3 Submission Procedure

Inquiries should be directed to Suzanne Sebastian or Cara Lampton at (302)735-3480.

RFQ responses should be sent to:

Cara Lampton
Delaware Energy Office
1203 College Park Drive
Suite 101
Dover, DE 19904
Tel: 302-735-3480
Fax: 302-739-1840
cara.lampton@state.de.us

3.4 Schedule

Submissions are due no later than **4:00pm on Friday, March 12th, 2010**. Please send submissions via email, U.S. mail or fax to Suzanne Sebastian at the above address.

Submissions will be reviewed within one week and notification of selections is expected to be no later than **Monday March 22, 2010**.

ATTACHMENT- A

EECBG Program and the NEPA Special Condition

The Delaware Energy Office has been advised to limit the scope of projects for the sub-grant awards to those qualifying for “categorical exclusion” under the National Environmental Policy Act (NEPA).

NOTE: The DOE has agreed to expedite the release of funding based on the agreement that sub-grant applicants will choose projects that are Categorically Excluded. If projects fall outside of the Categorical Exclusion Category, they will require approval of supplementary environmental information in order for the applicant to receive an award. The preparation and review of these documents may require up to 6-24 months. This process may affect the applicant’s eligibility to receive a grant under the timeframe in the ARRA statute.

Categorically Excluded Projects that require no additional NEPA review:

1. Basic energy efficiency retrofits on government and non-profit owned buildings. Retrofit activities are limited to:
 - installation of insulation;
 - installation of efficient lighting;
 - heating, venting, and air conditioning (HVAC) and high-efficiency shower/faucet upgrades;
 - weather sealing;
 - the purchase and installation of ENERGY STAR appliances;
 - installation of solar powered appliances with improved efficiency; and replacement of windows and doors.
2. Energy efficiency and conservation programs for buildings and facilities to identify, measure, and achieve maximum participation and efficiency rates.
3. Development and implementation of programs to conserve energy used in transportation, such as flex time programs, development and promotion of zoning guidelines or requirements that promote energy efficient development; and synchronization of traffic signals.
4. Development and implementation of building codes and inspection services to support code compliance and promote building energy efficiency.
5. Residential and commercial building energy audits.

6. Financial incentive programs for energy efficiency improvements such as weatherization materials or appliance rebates.
7. Projects to increase participation and efficiency rates for material conservation programs.
8. Replacement of traffic signals and street lighting with energy efficient technologies.
9. Installation of small, onsite renewable energy systems on or in existing government buildings, sized as follows:
 - Solar Electricity/Photovoltaic - appropriately-sized system or unit on existing rooftops and parking shade structures; or a 60 KW system or smaller unit installed on the ground within the boundaries of an existing facility.
 - Wind Turbine - 20 KW or smaller.
 - Solar Thermal - system must be 20 KW or smaller.
 - Solar Thermal Hot Water - such as appropriately sized for small buildings.
 - Ground Source Heat Pump - 5.5-ton capacity or smaller, horizontal/vertical, ground, closed-loop system.
 - Combined Heat and Power System - boilers sized appropriately for the buildings in which they are located.
 - Biomass Thermal - 3 MMBTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated.

Note: Some projects that would qualify for Categorical Exclusion may not be on this list. These projects would need review by the U.S. DOE to determine if they qualify under CX.